

## Resume of Selectee

Spring Valley, CA 91977

Mobile:

Evening Phone:

Email:

Country of Citizenship: United States

Veterans' Preference: 10 point preference based on widow/widower or parent of a deceased veteran, or spouse or parent of a disabled veteran (XP)

Highest Grade: 12

Availability: Job Type: Permanent

Temporary

Term

Detail

Seasonal

Summer

Presidential Management Fellows

Recent Graduates

Multiple Appointment Types

Internships

Intermittent

Telework

Work Schedule: Full-time

Part-time

Shift work

Intermittent

Job sharing

Multiple Schedules

Work Experience: US Air Force

11/2021 - Present

555 Robins Pkwy

Robins AFB, GA 31098 US

Hours per week: 40

Series: 0301

Pay Plan: GS

Grade: 12

Supervisor: (b) (6)

Okay to contact this Supervisor: Contact me first

### Program Management Specialist

Acts as MAGCOM Strategic Engagement Manager. Coordinates event timelines both internal to AFRC and across all partner MAJCOMs that require staff to staff engagements, including engaging with senior leadership staff to ensure awareness and requirements for upcoming events. Collects, organizes and maintains all strategic topics relevant across the spectrum of MAJCOMs and components, ensuring topics are on time and ready for all staff-to-staff events. Drafts event minutes and seeks DS approval within 2-duty days post-event and ensures after-action tasks are developed and executed. Ensures all staff-to-staff meeting minutes and slides are uploaded to the Director of Staff Sharepoint/Key Forums site within 3-duty days, post event. Coordinates event communication methods and medium with AFRC and MAJCOM staff, to include virtual engagements, during all pre-event through post-event activities to ensure seamless event activities. Acts as the Self Assessment and Inspection Program Manager. Ensures the Self-Assessment Program is in compliance with and meets mandated requirements and the spirit of the AF IG Inspection System. Closely coordinates with HQ AFRC directors to ensure the program is executed according to Director of Staff direction. Manages and updates SAP business rules applicable to all Directorates and Special Staff Directorates within HQ AFRC. Updates business rules in response to program/policy changes and ensures all users are aware of program changes. Ensures proper training and permissions of MICT are maintained for all directorates within HQ AFRC. Honors and gains access to MICT program for all required personnel within three business days of request. Tracks MICT communicator completion, observation timeliness and presents observation and trend data to AFRC/CC and DS for senior leader action. Accomplishes Self-Assessment tracking twice annually IAW with required schedule. Monitors and accurately reports observation and deficiency status quarterly, on time. Serves as HQ AFRC POC for Internal Control Measure (ICM) coordination, organization and tracking for HQ AFRC, ensuring all ICMs have effective countermeasures. Maintains and tracks HQ AFRC/CC, HQ AFRC/CD and Director of Staff priority metrics using Key Forums and Sharepoint. Uses content medium to create standardized templates and processes to identify and track tasks ensuring AOs are actively working HQ AFRC and inter-MAJCOM strategic issues and priorities. Relays AFRC/CC, AFRC/CD and Director of Staff priorities to the Directorates and ensures supporting ICMS are appropriately and effectively created and tracked. Uses keen coordination and organization skills to create and maintain the Battle Rhythm and Battle Rhythm briefing schedule for all required HQ AFRC meetings. Updates and communicates to the Directorates all Battle Rhythm changes within three business days of receiving a change. Uses both creativity and innovation to prepare the annual Battle Rhythm schedule, publishing the new schedule by 1 December each year. Provides functional project management at the direction of the Director of Staff. Projects and programs strategic, enterprise-wide initiatives with a wide range and scope of impact. Participates and leads in both CPIs and RIEs to improve HQ AFRC processes, products and methods. Uses both creativity and innovation to analyze, develop and coordinate policies to improve management, administration and use of HQ AFRC

resources. Creates and manages briefings, information and metrics regarding Self-Assessment, MAJCOM engagements and assigned projects using multiple forms of metrics, tools, reports, and analyses. Provides routine briefings information and metrics to the Director of Staff on a monthly basis or as directed. Works with various subject matter experts, both internal and external to AFRC, to develop metrics, analyze data and present courses of action to the Director of Staff related to assigned projects. As requested by the Director of Staff, professionally represents the organization at meetings, conferences and on committees, participating in the resolution of complex problems. Clearly communicates organizational position and actively protects organizational interests and shapes information provided in order to enable senior leader decision making.

US Army Corps of Engineers

12/2019 - 11/2021

502 8th Street

Huntington, WV 25701 US

Hours per week: 40

Series: 0301

Pay Plan: GS

Grade: 12

Supervisor: (b) (6)

Okay to contact this Supervisor: Contact me first

Executive Officer & Congressional Liaison

Executive Officer to the District Commander, to assist in a staff capacity in the development, executive direction and execution of the policies and programs of the District. Served as consultant and personal advisor to the District Commander and Deputy Commander on executive matters. Coordinated planning, engineering, design, construction oversight, environmental cleanup activities for several military missions. Functioned as Executive Congressional Liaison and Outreach Officer, interacting with members of Congress, Senate and members of their senior staffs on a variety of issues. Served as Protocol Officer for the District providing guidance and procedures to be used when planning and conducting visits by distinguished persons to the District. Made recommendations to the Commander for program emphasis, development, and solutions to problems of local command interest level. Functioned independently within a broad framework of established policy and regulatory guidance. Perform advisory duties and a full range of management functions in planning, organizing, and advising District programs. Advised civilian personnel on District Commanders' policies, program emphasis, current attitudes, and expressed desires. Provided decisions on administrative matters, and provided managerial continuity on District policies, procedures, and problem resolution. Planned and oversaw the change of command. Chaired special appointments/assignments to committees, boards, and/or study groups both within the District/Division and with other local Federal offices. Conducted special studies, analyzed and

prepared data, prepared reports, projects, and/or analysis of District management operations. Directed staff chiefs and/or specialists assigned to the study to determine proper method to follow, depth and scope of study and configuration of the final product as desired. Conducted analysis of internal issues (people, materials, systems) to provide alternatives and recommendations for solutions. Acted on deficiencies and coordinated staff actions to ensure correction. Kept the Commander informed on the morale of District organizations and made recommendations for improving workforce attitudes, morale, and conveys information to the workforce in a timely and diplomatic manner. Supervised employees in the Executive Office and oversaw administrative policy and procedures of the District. Assisted the Deputy Commander in establishing performance requirements and provided formal input for performance appraisals of Administrative and Advisory Staff Chiefs. Approved leave, travel, and payroll. Reviewed position descriptions to ensure accuracy. Prepared financial analysis and budget formulation and monitored the Executive Office operating budget. Analyzed and reviewed financial expenditure management control procedures to implement process improvements for operational effectiveness and compliance with laws and regulations. Actively participated in senior leadership committee meetings, general staff meetings, budgetary review meetings, and numerous others and makes suggestions for improvements when required. Provided guidance to staff based on knowledge of Commanders guidance. Conducted review of all proposed personnel actions, referring only unusual or questionable actions to the Commander for further review/action. Acted for and completes emergency or urgent matters for the Commander/Deputy Commander in the area of District administration. Performed special studies and data analysis advances recommendations resulting from unusual conditions that affect or are required to sustain District operations. Coordinated, reviewed, and evaluated the effectiveness of ongoing operating policies and procedures and develops recommendations for improvements or desired change. Served as primary contact to the Commander in the development and direction of policy, programs, and operations of the District. Acted as advisor to the Commander and a liaison between the Executive Office and other District elements regarding administrative/management functions, and developed multiple local policies on such. Reviewed incoming directives and correspondence from higher authority and outside agencies to determine applicability to District operations and/or changes in existing policies and procedures. Coordinated material with the technical divisions and recommended procedures for implementation and action to be taken. Furnished advisory support to the Commander and to the staff elements on procedural and administrative matters pertaining to the District; reviewed effectiveness, and made reports/recommendations for improvement. Point of contact for distinguished visitors and all elements of Protocol. Used financial management software to build, approve, run reports and oversee the command travel program and government purchase card, fulfilled required reviews and audits as needed.

US Army

07/2018 - 12/2019

MSCoE Protocol Office

Salary: \$0.00 USD Bi-weekly

Fort Leonard Wood, MO 65473 US

Hours per week: 40

Series: 0301

Pay Plan: GS

Grade: 09

Supervisor: (b) (6)

Okay to contact this Supervisor: Contact me first

### Protocol Specialist

As Protocol Specialist responsible for the planning, coordinating, and executing of administrative and logistical support for a wide variety of official and social functions for all United States, International, military and civilian visitors. Responsible for the distinguished visitor program to coordinate and arrange the visits of high ranking official and unofficial visits of Visitors/Foreign Visitors/Tours/Reunion Groups. Working with U.S. Army Maneuver Support Center of Excellence, primarily the U.S. Army Engineer School; the US Marine Corps, US Navy, and US Air Force detachments coordinates directly with appropriate individuals via email and meetings with the purpose of visit to facilitate itinerary to include lodging, ground transportation, site/facility selection, funding requests for mementos, catering, menus, engravings as needed, briefings, tours, invitations, seating arrangements, foreign disclosure, welcome letters and packets, etc. Coordinates escort/vehicle as required. Ensures calendars reflect visits. Prepares read ahead packets as needed. Provides briefings to senior leadership working closely with designated representatives to ensure personal requests are coordinated within the particular framework of the visit when feasible and proper. Provides advice and assistance as needed and takes corrective action for unforeseen requirements that allow the event to continue to a successful conclusion. Staff Meetings/ Planning: Attend all meeting with knowledge of events on the installation and the local community. Drafts official itineraries, coordinates lodging, arranges catering and other needed support for visits from both international visitors, tour groups and other high ranking visitors Extensive knowledge of the concepts, principles and techniques to establish, implement and maintain a proactive protocol program requiring extensive knowledge of military traditions and skill in working with high-level military and civilian officials from all services and functions at all levels of the Department of Defense, other government agencies, countries, states, colleges and universities. Acts as a liaison with the units aboard Fort Leonard Wood to assist with events such as Regimental Weeks, Military Balls, Changes of Command and other official ceremonies. Provides project oversight and coordination of all matters relating to visits and the proper staff distinctions and rendering of appropriate honors to General Officers and dignitaries. Coordinates directly with appropriate individuals to facilitate site/facility selection, catering, menu, nametags, invitations, seating arrangements, guest recognition, mementos/gifts, programs, retirements, receptions, social functions, promotions and the official functions. Adheres to senior leader guidance & regulatory guidance.

Properly plans the logistics and funding as required and administrative details in accordance with Army Policy. Ensures that the rules and guidelines are followed seeking legal review as needed. Provides protocol guidance and administrative management. Plans, coordinates, and executes all major meetings, conferences, seminars, demonstrations, tours and formal visits. Drafts correspondences for senior leaders on issues affecting international security assistance and cooperation. Plan, direct, coordinate with personnel on command level conferences, and senior leader engagements. Attend meetings to coordinate directly with appropriate individuals to assist in week long events that include Senior Leader Conferences, Socials, Seating, Ceremonies, Lodging, Mementos, Catering, seating for up to 750 people, menu, tastings, nametags, invitations, guest recognition, mementos/gifts, and programs. Provides direction & expert advice in protocol programs and policies. Responds to requests for advice/assistance in matters/activities relative to proper procedures. Ensures responses are coordinated, while maintaining confidentiality, appropriate to the issue. Advice/assistance provided timely, accurate, and reflecting a sound application of protocol principles. Provides both formal/informal briefings to groups/individuals conveying useful information that can be applied to situations and to promote a more positive, informative and understanding of protocol issues. Displays skill in applying tact and diplomacy while executing requirements in a matter representative of the Office of the Commanding General, Deputy to Commanding General, Commandants, Chief of Staff, and the Secretary of the General Staff - MSCoE, Fort Leonard Wood. Maintains Senior Leader and Community Leader databases in Microsoft excel. Provides statistical data in support of office efforts to include detailed calculations, tabulations, and analysis of data. Presents program briefings and presentations. Teaches etiquette and other classes and coordinates with providers to ensure support of program initiatives.

#### Bureau of Reclamation

01/2017 - 07/2018

125 S. State Street

Salary: \$54,742.00 USD Per Year

Ste 8100

Hours per week: 40

Series: 0318

Pay Plan: GS

Grade: 09

Supervisor: (b) (6)

Okay to contact this Supervisor: Contact me first

Salt Lake City, UT 84138 US

#### Executive Assistant

Primarily responsible for performing work for the Regional Director. As executive assistant, participated in the work of the Regional Director and was expected to assume many of the

administrative responsibilities required to effectively and efficiently manage the organization, its programs, and office of the Regional Directorate. Extensive management and use of the federal travel system and budgetary overview / approval. Oversaw, trained and reviewed travel entered by subordinate employees. Attended federal travel training and assisted in drafting travel policy procedures for the Region. Lead travel process team and coordinated for the implementation of processes. Acted as the sole travel planner and administrator for the Regional Director and the two Deputy Directors. Oversaw travel program. Developed, implemented, critiqued, and modified a paperwork management system and process for the Regional Director including confidential documents. Exercised control over the Regional Director's calendar, with complete authority for commitment of time for appointments, travel, and other official contacts and establishes priorities and rescheduled appointments as necessary. Arranged and attended Regional Director's meetings and conferences as needed and monitors such in order to: (1) identify and summarize decisions and commitments and (2) follow up on action items with participants or support personnel. Assembled background material for agenda items and informs participants of topics to be discussed. Responded to various inquiries, requests, and administrative problems. Exercised tact and diplomacy in giving information and kept the Regional Director informed on information given and received, as well as any adverse reactions, criticisms, or suggestions which should be made known to the Regional Director. Advised the Regional Director of important matters arising during his absence and brought to his attention significant items in reports, files, and correspondence. Extensive use of the UC Region interface on Reclamation's Issue Paper system. Issue Papers are used to keep the Commissioner, Assistant Secretary of the Interior, and the Secretary of the Interior up-to-date on all important or controversial issues in the UC Region. Served as liaison between the Regional Director and subordinate UC Region managers. Assumed responsibility for the control and timely response of congressional inquiries and controlled correspondence directed to the UC Region--whether in written form or oral contact. This required the knowledge of rules, regulations, laws, and policies guiding the management of Reclamation to correctly assign the congressional inquiry for response. Maintained tracking of each congressional to ensure due dates were met and each congressional response was properly prepared for the signature of the Regional Director, Commissioner or Secretary of the Interior. Cognizant of important issues within the UC Region in order to respond to questions on a variety of Reclamation programs. Maintained contact with the Commissioner's office regarding all congressional inquiries. Track administrative metrics for trend analysis, performs research, produces reports and make recommendations for improvements. Ensure the command is in compliance with all existing regulations. Accomplished multiple special projects for the Regional Directorate. These assignments were broad and varied and typically involve the identification of a specific part of an overall program that can be separated for the secretary's accomplishment, thus, freeing the Regional Directorate for the more critical duties of their positions. As such, the projects were assigned with a general discussion of the desired outcome. Opportunities for feedback existed, but to the extent possible, accomplished the tasks or portions of the task independently, providing the final product to the Regional Directorate. Examples of these projects include: research of rules and regulations,

analysis of procedures and suggesting revisions, locating correct legislative citations and history, reviewing and clarifying requirements and recommending approaches to meet them, researching the capabilities of systems and equipment, etc. Provided advice and counsel regarding administrative procedures, office policies, and correspondence practices as requested by subordinate level secretaries, regional staff, and area offices. Provided leadership in manner and approach to facilitate efficient and effective secretarial support. Provided training to all new administrative personnel in the district. Provided input for the Reclamation Correspondence Handbook through meetings, reviewing proposed written changes, and through personal contact. Worked as a team with all Reclamation Executive Assistants to completely rewrite the Reclamation Administrative Awards Program. Oversaw the training of secretary staff throughout the Region.

United States Air Force

05/2016 - 01/2017

6070 Gum Lane

Salary: \$49,374.00 USD Per Year

Bldg. 1213

Hours per week: 40

Series: 2010

Pay Plan: GS

Grade: 7-11

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Hill AFB, UT 84056 US

Inventory Management Specialist (PAQ)

-Performs a variety of continuing inventory management duties requiring analytical, judgment, procedural and technical skills. --Knowledge of policies, precedents, methods and techniques used in inventory management to support major programs or functions and of laws and regulations that impact inventory management. -Develops designated portions of inventory management support projects or analytical and evaluative studies; provides routine technical advisory services, and participates in representing the organization in matters relating to assigned inventory management work --Knowledge of established methods and techniques used in analytical and evaluative studies of inventory management programs and operations -Uses automated information technology (IT) capabilities, such as databases, systems and computer-generated products, to perform continuing routine inventory management duties --Knowledge of inventory Information Technology (IT) capabilities and requirements --Knowledge of inventory management support activities

United States Navy

08/2015 - 05/2016



110 S 1452 E

Salary: \$46,294.00 USD Per Year

Salt Lake City, UT 84112 US

Hours per week: 40

Series: 0203

Pay Plan: GS

Grade: 06

Supervisor: (b) (6)

Okay to contact this Supervisor: Contact me first

#### Human Resources Assistant

Verified tuition payments, records of emergency data (page 2's) and SGLI forms completed for accuracy. Recorded tuition payments on NSTC 1533-13 tuition cost form and prepare/complete changes/updates to page 2's/SGLIs. Created student files for all incoming freshmen and ensured compliant and complete by the start of new student orientation (NSO). Received mail-in packages and screen for accuracy/completeness. Prepared prospective freshmen records and correspondence as required for New Student Orientation. Created orders, tracked orders, issued orders, prepared students for departure in Defense Travel System and verified student met cruise requirements, and complete post cruise travel claims required actions prior to deadlines. Assisted with summer cruise work-ups, including FOREX cruise postponement requests and immunization updates. Verified student immunization records/physicals. Prepared flight requests, country clearances and passports as required. Monitored and continued to update student data through cruise completion. Created, routed, monitored, and liquidated travel authorizations/vouchers for midshipmen, officer candidates, and staff IAW NSTC M-1533.2 and OD annual guidance. Inputted required summer cruise entries in OPMIS prior to due date. Verified required training, security clearances, uniform issues, medical/dental preparedness, and any other cruise required actions were completed. Modified orders and tracked Midshipmen completion of cruises as information is changed by the ships/stations. Ensured all post cruise surveys and requirements were completed prior to requested due dates. Performed administrative and clerical duties within timelines stipulated by NSTC M-1533.2. Created, maintained, and annually reviewed student files IAW NSTC M-533.2 [Regulations for Officer Development (ROD)] and report results of review to Executive Officer (XO). Validated student files status at the completion of each semester for accuracy and completeness and report to the CO via the XO. Consistent 100% accuracy. Coordinated with Security Officer to complete SF86/fingerprint cards ensuring security clearances are granted prior to summer cruise attendance and commissioning. Coordinated an alternate location for fingerprints when an issue arose with the normal channels. Scheduled all PRBs; as Asst Recorder, ensured PRBs are held IAW references. Verified physical qualifications with DODMERB on all students. Via Webwave account, input medical documentation, and tracked progress of BUMED and NAMI commissioning letters. Ensured all MIDN pay, to include stipends, summer pay, direct deposit were 100% accurate. Maintained commissioning

and drop files IAW NSTC M-1533.2A. Tracked and updated all student status changes, to include commissioning and disenrollment. Conformed to internal procedures, administrative controls, and existing standards and guidelines on confidentiality, personal privacy, operation/information security, and other relevant directives. Acted as the primary OPMIS database manager, ensuring all student and staff data was entered within three working days of receipt with 100% accuracy. Ensured all OPMIS entries required for service selection, commissioning, and summer cruise were entered prior to required date with 100% accuracy. Timely and accurately responded to all staff queries for information from database. Ensured a copy of the Comprehensive Student Information Summary was provided for every student in the command to the appropriate advisor within the first work week of each semester for review and signature. Assisted unit advisors as required in order to ensure accurate information was available on all students and in the accomplishment of the unit mission. Assisted the Executive Officer with the implementation of the Safeguarding Personal Identifiable Information (PII) program. Coordinated with Senior Advisor to ensure that all aspects of students' commissioning packages are 100% accurate and completed and mailed in a timely manner. This includes and is not limited to: (1) Service selection packages; (2) University validation of graduation; (3) Commissioning scroll validation; (4) Commissioning package processing completed prior to each commissioning. Prepared commissioning documents, official records for mailing to NAVPERS and PSD paperwork for Navy strength gain. Assisted AMOI and MOI in preparing Marine commissioning packages by deadlines. Coordinated with student advisors to schedule/track pre-commissioning physicals for Aug/Dec/May graduates and forward to BUMED for review/qualification. Scheduled follow-up appointments/liaison with local MTF to ensure compliance. Reviewed/screened physical forms for completeness to ensure student physical comply with community/specialty requirements. Communicated with military medical program offices to schedule/direct medical actions, and resolve student eligibility conflicts.

State of Utah-Department of Human Resource Management

08/2014 - 07/2015

Room 2120 State Office Building

Salary: \$53,560.00 USD Per Year

PO Box 141531

Hours per week: 40

Supervisor: (b) (6)

Okay to contact this Supervisor: Contact me first

Salt Lake City, UT 84114-1531 US

Executive Assistant

Reported to the Executive Director of the department of State Government and three other high ranking officials. Served in a close and confidential relationship and at the will of the executive and may respond to management, staff, the public, legislative and/or Governor's Office requests on behalf

of the executive. Received assignments from the executives and relieves the executive/deputy of administrative detail. Provided a variety of services such as: Screening access to executive and responding to inquiries and administrative problems brought to the director by staff members and officials from other departments, the legislature, the private sector or the public. Typical duties included: researching the nature of inquiries and determining which matters must be handled by the executive versus those that can be handled by other senior managers; scheduling; directing and monitoring executive's correspondence; coordinating travel plans; preparing policy briefing statements; drafting talking points, note-taking and preparing correspondence, reports, documents or other materials for the executive. Served as a member of the executive staff and acted as a liaison for the executive with other governmental entities such as the Governor's Office, Office of Planning and Budget, Legislative Fiscal Analyst Office, Legislators, division directors, private sector organizations, etc. Chairs meetings and/or represent the executive at meetings. Provided assistance to the Executives and acts as a resource to provide information or determine the most effective way of meeting the needs of the Department, staff, clients or customers. Coordinated Executives' schedule/calendar, appointments; meetings or other activities. Received and greeted visitors for the Executive; answer and screen telephone calls; receive, review, screen, and respond to written or electronic correspondence, as appropriate; delegate appropriate action to other staff/organizations. Tracked, monitored and followed-up to assure Executives and/or staff deadlines are met. Organized meetings and/or conferences/workshops; arrange facilities, equipment, reservations, speakers, meals, travel, etc.; prepared speaking points, agendas, minutes, etc.; attended meetings on behalf of the Executive. Coordinated and/or acted as liaison between Executive, management team, staff, other agencies, work units, organizations, etc. Coordinated and lead program activities, services, and/or program implementation, etc. Analyzed, summarized and/or reviewed data. Drafted report findings, interpreted results and/or made recommendations. Assisted in planning, tracking and/or follow-up of Department budget. Supervised subordinate staff. Other tasks as assigned. Maintained confidentiality. Arranged, coordinated, or scheduled time and details. Dealt with people in a manner which shows sensitivity, tact, and professionalism. Spoke clearly, concisely and effectively; listened to, and understood information and ideas as presented verbally. Planned, organized and prioritized time and workload in order to accomplish tasks and meet deadlines. Communicated information and ideas clearly and concisely, in writing. Organize information in a clear and concise manner. Used computer spreadsheet software. Used computer word processing software. Operated a computer, fax machine, copier, and other office equipment. Entered, transcribed, recorded, stored, or maintained information in either written or electronic form. Read, interpreted and applied laws, rules, regulations, policies and/or procedures. Chaired meetings and coordinated the activities or tasks of people, groups and/or organizations. Lead and/or supervised others by assigning/directing work; conducting employee evaluations, staff training and development, making hiring/termination recommendations, etc.

05/2011 - 08/2014

125 S. State Street Ste 3202

Salary: \$48,686.00 USD Per Year

Salt Lake City, UT 84138 US

Hours per week: 40

Series: 0318

Pay Plan: GS

Grade: 08

Supervisor: (b) (6)

Okay to contact this Supervisor: Contact me first

### Secretary

Served as executive assistant to the State Executive Director (SED), with responsibility for coordinating a variety of administrative support functions necessary for the effective operation of the SED's immediate office and the State FSA Office (STO). Assisted the SED on matters of a sensitive nature and served as secretary to the State FSA Committee (STC) and the State Emergency Board. Served as liaison between the SED and other STO staff members. Kept STO staff informed of the SED's policies and objectives and used tact and judgment in presenting requests, conveying assignments and explaining needs. Initiated and followed up on requests for information, conveyed messages or instructions, and generally coordinated work activities with other units or individuals. Performed studies and prepared reports, documentation, and correspondence to communicate factual and procedural information clearly. Used financial management systems to prepare reports and analyze data. Apply analytical investigative techniques; assisted in conducting record inventories, identified appropriate records disposition schedules, destroyed records as scheduled, and transferred inactive records. Assisted in developing, implementing, and maintaining privacy policies and procedures. During the SED's absences, maintained the flow of work through the office, handled office matters independently, routed correspondence and telephone calls to appropriate staff specialists, and advised staff members on issues of immediate concern to them. Communicated with the SED on matters of urgency and advised the SED on developments which may entail a change in itinerary. Upon the SED's return, briefed him/her on the status of work and on decisions made and actions taken during the SED's absence. Managed the administrative functions of the SED's office. Determined the need for administrative or procedural instructions to the staff, and developed and implemented state wide office procedures and processes to ensure uniform clerical and administrative operations that conform to FSA requirements and to the SED's policies and preferences. Wrote and issued procedural guidelines for the entire state. Trained clerical and support personnel. Received and screened visitors and telephone calls. Received and reviewed incoming correspondence, reports, and other documents addressed to the SED, the STO, and the STC. Maintained calendar for the SED and STC, scheduling meetings and conferences and notifying them of appointments and official obligations. Prepared agendas. Made arrangements for

travel/accommodations. Extensive use of the federal travel system to plan and formulate budget for, coordinate travel, and to audit travel claims/vouchers. Instructed and trained county employees on proper preparation of travel documents and use of federal travel system and budget formulation. Transmitted approved travel vouchers. Researched and found solutions to payroll system and travel system problems. Analyzed and reviewed financial expenditure management control procedures to implement process improvements for operational effectiveness and compliance with laws and regulations. Prepared and maintained time and attendance reports for employees. Performed leave audits. Established and maintained filing system. Maintained files. Served as secretary and staff support to the State Emergency Board and, on an interagency rotational basis, to the State Food and Agriculture Council and the State Outreach Council. Prepared meeting agendas; invited guest speakers; researched, assembled and prepared handouts; and developed or obtained background information for use by the Chair. Attended meetings; took, composed and distributed minutes. Arranged conference calls. Updated emergency inventory records for the State Emergency Board's official files. Initiated contacts with other State and Federal agencies as well as Congressional staff.

United States Navy

02/2011 - 05/2011

Naval Hospital Twentynine Palms

Salary: \$48,971.00 USD Per Year

Twentynine Palms, CA 92077 US

Hours per week: 40

Series: 0318

Pay Plan: GS

Grade: 07

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Secretary/Executive Assistant

Was responsible for performing clerical and technical work to the Commanding Officer (CO) and the Executive Officer (XO) of Naval Hospital Twentynine Palms (NHTP), Marine Corps Air Ground Combat Center (MCAGCC), Twentynine Palms, CA. Served as the personal assistant and secretary to the CO and the XO performing all details of administration immediately within, and auxiliary to the office. Exercised control over the CO and XO's appointments with authority for imposing time limits when necessary. Based upon knowledge of their schedules, arranged conferences, seminars, and meetings without specific prior approval and on own initiative. Arranged for meetings by reserving space and ensuring that audiovisual (AV) and other aides are on hand as required. Supervised junior administrative employees. Determined the legitimacy of requests when the CO is asked to address groups, etc., ascertaining length of speaking time desired, subject, and number in attendance. Determines AV capabilities, directions for parking and whether bibliographic material and

photographs are desired by requester for publicity purposes. On own initiative and discretion, accepted or declined such invitations and arranged instead for representation by a subordinate official when desirable. Gathered material for use in reports, presentations, and speeches. Received all visitors and telephone calls to the CO and XO. Determined nature of call or business, rank or position of visitor is such as to require personal attention of the CO/XO, or if the visitor should be referred to an appropriate staff officer. Protected the CO and XO from unnecessary interruptions without practicing obstructionism and so answered most questions and completed most business involving established policy or routine matters without referring callers to the CO or XO. Unplanned visitors were diplomatically discouraged. When calls involve matters on which background information were required, tactfully postponed conversation, obtaining required information and presenting the information when informing the CO or XO of the pending call. The ability to exercise outstanding personal judgment when handling irate patients and bereaved families was an absolute necessity. Frequently, interviewed individuals with grievances who wished to make their dissatisfaction known to the CO personally. Acted to smooth out misunderstandings and calm hostile attitudes by demonstrating genuine sensitivity and concern for each person's problems. Placed all outgoing calls for the CO and XO to other medical commands, various high officials aboard MCAGCC, prominent civilian officials, governmental agencies, Naval Medical Command, Human Resource Service Center, Southwest; Naval Medical Command, Washington, DC; and the Office of the Chief of Naval Operations (Surgeon General). It was imperative to observe strict protocol in placing these calls in order that the senior officer is not kept waiting on the phone by a junior officer or secretary. Received and reviewed all incoming mail, establishing controls on certain items. Attached previous correspondence and other information to be used in replies or requests information from other departments. Composed correspondence official, social, personal; letters of appreciation and commendation, congratulatory letters, special act award postcards, acknowledgements, etc.; on own initiative, based on CO and XO's views and desires. Drafted in final form all responses to routine correspondence. Served as buffer and acts as liaison between the CO/XO and hospital staff keeping them informed of the CO/XO's views on current issues and programs. Scheduled subordinate briefings for the CO and XO. Assumed complete responsibility for ensuring that requests for action or information which would normally receive the CO/XO's attention, are made known to responsible staff personnel who can satisfy the request in their absence. Monitored resulting activities for the purpose of briefing the CO/XO. Decided whether important or emergency matters should be brought to the CO/XO attention when absent yet accessible. Advised the CO and XO of important official matters arising during their absence, which might otherwise be overlooked. Was responsible, without review, for terminology of highly sensitive material, spelling, punctuation, grammar, and format of completed work. A qualified typist. Took conference notes and telephone calls into a format for the record. Prepared regular and special records such as attendance, leave, etc. Recorded minutes of the regularly scheduled conferences of the CO/XO, prepared minutes for distribution to participants singling out action items. On own initiative, followed up on projects resulting from conferences to ensure that schedules are met and reports progress to the CO and/or XO. Was privy to sensitive and

confidential information both written and verbal. Established and maintained the CO and XO's personal files of correspondence and documents

United States Marine Corps

05/2010 - 02/2011

Facilities Maintenance

Salary: \$0.00 USD Per Year

Camp Pendleton, CA 92058 US

Hours per week: 40

Series: 0301

Pay Plan: GS

Grade: 08

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

#### Administrative Support Specialist

Served as the Administrative Support Specialist for MCB Camp Pendleton Facilities. Acted as the ODTA for Facilities, extensive use of the Defense Travel System (DTS) to process travel and claims. Worked in all areas of administration to include but not limited to: Advised managers and supervisors and assisted in the processing of Recruitment Personnel Actions (RPA's) for Assistant Chief of Staff, Facilities. Such actions include a variety of accessions, separations, promotions, transfers and misc. changes. Ensured actions were appropriate for intended purpose. Reviewed personnel actions for accuracy, (e.g. valid vacancies, current position descriptions and approval authority), resolved discrepancies and completed missing information. Provided guidance and assistance in the preparation of Position Description for submission in automated hiring system. Worked directly with HRO, Facilities Resource Manager, and supervisors to ensure correct, efficient and timely personnel actions. Provided advice and assistance to supervisors, Assistant Chief of Staff, Facilities. Advisory services were provided primarily in terms of the Assistant Chief of Staff, Facilities personnel policies, procedures and practices. Provided guidance to Assistant Chief of Staff, Facilities to ensure consistency of actions and standardize processes. Consulted with Facilities Resource Manager to ensure funds are available to support request for recruitment actions, temporary hires and temporary promotions. Maintained and tracked all status of position descriptions and crediting plans forwarded to HRO for review. Was responsible for following up as to the status and/or expected completion date. Maintained the position description/crediting plan library within Sharepoint. Updated by adding new position descriptions and crediting plans as necessary. Reviewed position descriptions when discrepancies were found, finding valid solutions and coordinating the correction with HRO. Typed position descriptions and crediting plans. Reviewed requests for security clearances, ensure correct level are maintained and track command personnel security clearance paperwork. Maintained and updated the Personnel Database to include position, line number, organization code, vice and status.



Ensured files, records and directives management procedures are followed. Used office automation equipment, Microsoft Word, Graphics software, Microsoft Excel, and database software. Worked with a variety of items to include but not limited to, a variety of correspondence, separations, promotions, accessions, transfers, and orders. Tracks administrative metrics for trend analysis, performs research, produces reports and make recommendations for improvements. Ensures the command is in compliance with all existing regulations concerning official material and mail. Ensured personnel actions are appropriate for intended purposes. Reviewed personnel actions for accuracy, resolves discrepancies and completes missing information. Provided assistance in the preparation of travel claims, official government orders and legal documents. Provided assistance to the supervisory personnel of Facilities, primarily in response to specific requests related to immediate problems administrative and human resource in nature. Maintained an up to date Table of Organization, integrated with names and statistical data for hiring/training/travel purposes.

United States Marine Corps

01/2010 - 05/2010

Salary: \$47,827.00 USD Per Year

Camp Pendleton, CA US

Hours per week: 40

Series: 0326

Pay Plan: GS

Grade: 07

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Administrative Assistant (OA)

Served as the Admin Assistant for MCB Camp Pendleton Ops and Training Division. Performed duties involving administration and coordination of a variety of services for the installation. Extensive use of oral and written communication. Received calls via telephone, incident reports, legal reports, and documents. Used evaluative judgment and knowledge of regulatory guidelines and precedents related to services to perform work. Made recommendations, resolved scheduling conflicts, and provided advice on proper execution of the various aspects associated with visits, conferences or meetings. Assured that all visitors, no matter what grade or status, were afforded appropriate courtesies. Scheduled use of conference rooms, to preclude visitor/conference conflicts. Received Officer in Charge's personal callers, recognized the importance of each visitor and afforded them the consideration that their position required. Set up the office for office calls. Provided planning and procedural guidance on the conduct of social functions. Coordinated, planned and reviewed administrative matters such as ensuring proper protocol considerations, etc are met. Provided Secretarial services to the entire Operations Section. Maintained the Officer in Charge's and Operations Officer's electronic calendars. Scheduled meetings for subordinate staff members to



attend. Maintained an electronic calendar for entire Operations Section of events reflecting as a minimum current events, temporary duty assignments, training, and leave dates. Received and screened calls, greeted visitors on a regular basis and provided customers with appropriate service and referrals. Verified security clearance information and issued badges reflecting level of clearances for entrance to secure area. Received incoming correspondence, screened material prior to distribution, briefed the Officer in Charge on the contents as needed. Responsible for the spelling, format, proofing, conformance to Naval Correspondence formats, and procedural requirements on all documents prior to the Officer in Charge or Operations Officer's signatures. Used various computer software programs including: Microsoft Word, Excel, Publisher, PowerPoint, Outlook, Access, Project, USMC PES, Defense Travel System, AMHS and the Navy Correspondence Manual. Was responsible for maintaining and tracking of personnel actions and awards for Civilian Marines. Maintained all subject matter files, directives and records. Recorded meeting minutes and tracked taskers. Acted as Personal Identifiable Information point of contact. s. Reviewed work prepared by other Operations Division personnel, managers and supervisors to ensure correct format. Ensured correct grammar, spelling, capitalization, punctuation, and appropriate format in work prepared by self and others. Returned work, with a detailed explanation when needing correction to originator when necessary.

United States Marine Corps

05/2009 - 01/2010

HQ MCAS Miramar

Salary: \$46,500.00 USD Per Year

San Diego, CA 92138 US

Hours per week: 40

Supervisor: (b) (6)

Okay to contact this Supervisor: Contact me first

Protocol Officer

Served as Protocol Officer for MCAS Miramar's Commanding Officer. Extensive use of oral and written communication and administration. Used evaluative judgment and knowledge of regulatory guidelines and precedents related to services to perform work. Supervised one military member. Acted as a Special Officer requesting and certifying the Official Representation Fund for the Commander. Coordinated schedules with special staff. Made recommendations, discussed proposed visit arrangements, independently resolved scheduling conflicts, and provided advice on proper execution of the various aspects associated with visits, conferences or meetings. Assured that all visitors, no matter what grade or status, were afforded appropriate courtesies. Scheduled use of distinguished visitor's quarters, conference rooms, to preclude visitor/conference conflicts. Received Commander's personal callers, most of whom were high-ranking American or foreign dignitaries; set up the Commander's office for office calls, arranged for and prepared appropriate beverages. Provided planning and procedural guidance on the conduct of social functions. Determined table and

seating arrangements for events; determined order of receiving lines for receptions. Prepared and assisted with distribution of invitations, handwritten and typed, for various social functions held by the Commander. Organized and typed guest lists, coordinated with dignitaries and Staff Secretaries of other organizations and coordinated with subordinate sections. Prepared place cards, established seating arrangements and prepared seating charts for more formal occasions. Provided Secretarial services to the Commander. Maintained the electronic calendar for the Commander. Scheduled meetings for subordinate staff members to attend. Supervised numerous Marines for multiple functions. Responsible for the spelling, format, proofing, conformance to Naval Correspondence formats, and procedural requirements on all documents prior to the Commander's signature. Used various computer software programs to include but not limited to: Microsoft Word, Microsoft Excel, Microsoft Publisher, Microsoft PowerPoint, Microsoft Outlook, Database management software, Marine Corps Performance Evaluation System, to compose, create, edit, calculate, revise, retrieve, transmit, and print official correspondence, memos, electronic messages, and other Navy documents. Maintained all subject matter files, directives and records related to the base. Ensured reports met the deadlines established by the Station Commander or higher commands. Acquired information pertaining to possible locations of travel by the Commander, available facilities, transportation, costs of meals/rooms, etc. Recommended to the Commander the most suitable and advantageous facilities by preparing fact sheets outlining cost comparisons, required facilities, suitability, etc. when setting up for meetings, parties, community events, functions, and any other events that the Commander may be hosting.

United States Marine Corps

10/2008 - 05/2009

MCB S-6

San Diego, CA 92134 US

Hours per week: 40

Series: 0318

Pay Plan: GS

Grade: 07

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Secretary

Performed duties involving administration and coordination of a variety of services. Extensive use of oral and written communication. Received calls via telephone, incident reports, legal reports, and documents. Used evaluative judgment and knowledge of regulatory guidelines and precedents related to services to perform work. Made recommendations, discussed proposed visit arrangements, independently resolved scheduling conflicts, provided advice on proper execution of the various aspects associated with visits, conferences or meetings. Assured that all visitors, no matter what

grade or status, were afforded appropriate courtesies. Scheduled use of conference rooms, to preclude visitor/conference conflicts. Received Commanding Officer's personal callers, recognized the importance of each visitor and afforded them the consideration that their position required. Set up the Commanding Officer's office for office calls, arranged for and prepared appropriate beverages. Coordinated, planned and reviewed administrative matters such as ensuring proper protocol considerations, provisions of escort as required, transportation arrangements, special funding requirements. Provided Secretarial services to the entire S-6. Maintained the Commanding Officer's and Deputy's electronic calendars as well as the Communication Chief's. Scheduled meetings for subordinate staff members to attend. Initiated and maintained an electronic calendar for entire S-6 of events reflecting as a minimum current events, temporary duty assignments, training, and leave dates. Received and screened calls, greeted visitors on a regular basis and provided customers with appropriate service and referrals. Tracked administrative metrics for trend analysis, performs research, produces reports and make recommendations for improvements. Ensured the command is in compliance with all existing regulations concerning official material and mail. Received incoming correspondence, screened material prior to distribution, briefed the Commanding Officer on the contents as needed. Responsible for the spelling, format, proofing, conformance to Naval Correspondence formats, and procedural requirements on all documents prior to the Commanding Officer or Deputy's signatures. Received, reviewed, and responded to all general correspondence and inquiries. Used various computer software programs to include but not limited to: Microsoft Word, Excel, Publisher, PowerPoint, Outlook, Access, Project, Marine Corps Performance Evaluation System, Defense Travel System and the Navy Correspondence Manual to compose, create, edit, calculate, revise, retrieve, transmit, and print official correspondence, memos, electronic messages, and other Navy documents. Recorded meeting minutes and tracked taskers. Serves as the principal office assistant, performing administrative and clerical duties in support of the work of S-6. Acted as Personal Identifiable Information point of contact and primary collection agent of unofficial telephone service account charges. Practiced proper cash handling procedures. Reviewed work prepared by other S-6 personnel, managers and supervisors to ensure correct format. using a computer and associated software applications.

United States Marine Corps

02/2008 - 05/2009

Combat Logistics Battalion 5, Combat Logistics Regiment 1

Salary: \$0.00 USD Bi-weekly

1st Marine Logistics Group

Hours per week: 40

Camp Pendleton, CA 92054 US

Key Volunteer Coordinator

Acted as the Key Volunteer Coordinator for the Combat Logistics Battalion 5. Reported directly to the

unit commander. Served as the primary representative to provide command family readiness outreach, support and assistance to the unit's military personnel and their families at the Battalion command level. Exercised sound judgment and initiative in carrying out what is now the FRO's responsibilities. Interpreted and adapted guidance and material to resolve complex situations as they arose during both deployment and non-deployment times. Worked with wide latitude for independent action and ensures overall program effectiveness, soundness of recommendations and effective use of resources. Represented the unit commander at internal and external meetings or forums to address and resolve family readiness issues and functions. Provided command outreach, support and assistance to the unit's military personnel and their families and assisted Marines in their responsibility to attain and maintain personal and family readiness. Served as part of the unit commander's Family Readiness Command Team, which guides the unit's efforts in assisting Marines in attaining personal and family readiness. Followed the unit commander's established priorities and direction of the Unit Family Readiness Program and commander's vision and intent. Implemented the Unit Family Readiness Program in its mission to support individual Marines in attaining family readiness. Trained the incoming FRO to support to the Battalion's families. Supported the Marines, spouses, children, and designated parents/extended family members of Marines. Conducted proactive outreach, rapport development and multi-faceted communication efforts to facilitate meaningful two-way communication between the command and its Marines and families. Assured the unit conformed to applicable guidance and regulations in the execution of the Unit Family Readiness Program and remained ready to successfully undergo the scrutiny of higher-headquarters assessments. Supervised Lead Key Volunteers, Key Volunteers and Readiness Assistants and family readiness volunteers to include: assigning and distributing work, providing guidance to get work started, setting work pace, demonstrating work methods, ensuring worksite materials and tools are available to complete work, reporting workplace injuries immediately to the immediate or higher level supervisor, and to the Human Resources office; following up and inspecting completed work, meeting productivity goals, ensuring employees follow security, safety and housekeeping rules, conducting on-the-job training, coaching, counseling, tutoring, and mentoring employees; recommending and completing volunteer hire and removal actions, completing performance reviews, recommending volunteer awards, verifying timekeeping logs, keeping abreast of and actively supporting the principles of the EEO program, and prevention of sexual harassment. Prepared and distributed official information via the phone tree, Unit Family Readiness Program Newsletter, official unit website, unit toll-free phone numbers, and other media. Monitored and analyzed usage patterns for communications methods, to include Marine Online Readiness Roadmaps. Partnered with PAO as appropriate. Distributed marketing materials developed and provided by HQMC and/or MCCA. Developed and implements Unit Family Readiness Program communication plan of action and milestones, to include awareness marketing. Drafted speeches and strategic communications messages as required. Delivered briefs and presentations as needed (from General Officer to family member level). Provided Marines and designated family members with official command communication and Information and Referral (I&R) services for emerging challenges. In providing I&R

services, established and maintained contact with other organizations, including but not limited to, MCCS, Marine and Family Services, Marine Corps Family Team Building, MCCS Area Coordinator, and other on-base and off-base resources. Communicate purposed and extent of the family support programs to Marines and extended family members. Actively encouraged family member use of available resources and programs. Plans, coordinated and executed administrative and logistical requirements, in partnership with the MCCS Area Coordinator, MCFTB, or other applicable entities for Unit Family Readiness Program events such as Family Days, pre-, during and post-deployment events, and others as required. Coordinated and attends Family Readiness Command Team meetings. Attended closing ceremonies for MCFTB trainings/sessions and volunteer appreciation events related to unit Marines and family members. Assessed family readiness training and education needs of unit Marines and families, and coordinated MCCS support to meet those needs. Established training schedules and coordinates delivery of training. Welcomed new families to the unit, establishing a relationship of trust.

United States Marine Corps

12/2007 - 10/2008

Security Battalion

Salary: \$41,324.00 USD Per Year

Oceanside, CA 92058 US

Hours per week: 40

Series: 0303

Pay Plan: GS

Grade: 07

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Administrative Assistant (OA)

Served as an Administrative Assistant for Security Battalion, Marine Corps Base, Camp Pendleton, CA. Provided support to approximately 500 active duty Marines and 180 civilian personnel.

Responsible as the subject matter expert for multiple functions within the Defense Travel System (DTS), acted as the unit Official Defense Travel Administrator and unit travel fund budget analyst / certifier for all members traveling in the Battalion. Drafted Defense Travel System Standard Operating Procedures for the Battalion. Registered travelers, prepared and plans trips, tracked to approval and prepared all travel orders. Conducted analysis of section workload requirements related to utilization, capacity, inter-servicing, travel workloads, program management directives, service member activation, and workload transfer. Assisted the Administrative Chief in providing administrative support. Extensive use of Oral and Written Communication. Supervised, trained and mentored multiple junior Marines. Ensured files, records and directives management procedures were followed. Independently took over the task of file maintenance in preparation for a HQMC inspection and

ensured the Battalion passed with no deficiencies. Used office automation equipment, Microsoft Word, Graphics software, Microsoft Excel, and database software. Served as the Correspondence point of contact, Orders/Travel Specialist, Legal Specialist, Postal Specialist, Assistant Official Mail Clerk and Awards Specialist. Assisted in a full range of official personnel actions for SES. Such actions include but are not limited to, a variety of correspondence, separations, promotions, accessions, transfers, and orders. Ensured personnel actions were appropriate for intended purposes. Reviewed personnel actions for accuracy, resolved discrepancies and completed missing information. Provided assistance in the preparation of travel claims, official government orders and legal documents. Worked directly with the Adjutant to ensure correct, efficient, and timely personnel actions. Provided assistance to the supervisory personnel of AC/S SES, primarily in response to specific requests related to immediate problems administrative in nature. Advisory services were provided primarily in terms of personnel policies, procedures, and practices. Maintained an up to date Table of Organization, integrated with names and statistical data for all Security Battalion personnel. Conducted in-depth analysis on a wide range of issues, and made recommendations to upper level managers on organization processes. Responsible for the completion of all legal correspondence for Security Battalion. This includes but is not limited to the following; Courts Martial, Administrative Separations Packages, Non-Judicial Punishment, Request for Legal Services and preparation of Restriction and Extra Punishment Duty Papers. Used HQMC Award system. Drafted and released Defense Message System messages.

United States Marine Corps

07/2006 - 08/2007

Camp Kinser MCB

Salary: \$28,562.00 USD Per Year

FPO AP, AP 96379 US

Hours per week: 40

Series: 0303

Pay Plan: GS

Grade: 06

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Installation Program Support / Protocol Officer

Served as the Protocol Officer for Combat Logistics Regiment 37, Special Events Coordinator, as well as the Secretary for the Camp Commander and Deputy Camp Commander for Camp Kinser. Initiated and composed administrative correspondence in accordance to Department of Naval Correspondence procedures. Ensured all administrative correspondence emanating from the two units were reviewed for correctness and proper format and recommended changes to ensure uniform administrative procedures for all sections. Maintained office files and records in accordance with

official filing procedures and practices. Supervised multiple Marines and Sailors. Used a computer to type correspondence, ensuring correct grammar, format, and arrangement of supplementary material. Created reports, databases, spreadsheets, graphics, slide shows and presentations. Maintained civilian personnel information by utilizing a computer database. Completed training in the Government Credit Purchase Card (GCPC) program, has the knowledge to use and had a Government Purchase Card for purchases. Responsible for requisition office supplies, equipment and publications. Tracked administrative metrics for trend analysis, performs research, produces reports and make recommendations for improvements. Ensured the command is in compliance with all existing regulations concerning official material and mail. Coordinated the training and scheduled plan for Marines in all required training as required by Marine Corps Standards. Established and maintained office subject matter files and records related to training. Executed, reviewed, approved and disapproved requests for entrance to the Camp to conduct business or for special activities. Acted as a Special Staff Officer requesting and certifying funds for the Official Entertainment fund. Made recommendations, discussed proposed visit arrangements, independently resolved scheduling conflicts and provided advice on proper execution of the various aspects of visits, special events, conferences or meetings. Scheduled use of conference rooms and multiple other facilities on the Camp. Organized and planned official functions and special events, prepared and ensured delivery of invitations, completed seating charts and seating cards, receiving lines and other requirements of such functions. Was responsible for compilation of the Camp Kinser Newsletter that is distributed to over 4000 residents and tenants.

United States Marine Corps

04/2005 - 07/2006

Marine Corps Base S-6

Salary: \$26,000.00 USD Per Year

NA, 23 JA

Hours per week: 40

Series: 0303

Pay Plan: GS

Grade: 05

Administrative Assistant (OA)

Served as the Administrative Chief for the G-6. Extensive use of skills in oral and written communication. Supervised and trained three Marines, performed monthly counseling, and computed Pro/Con remarks and recommended disciplinary or awards based on subordinates work performance to the Administrative Officer. Assigned work to subordinates based on priorities, established time lines and deadlines for work. Advised, counseled and supported Marines in both work and personal matters. Scheduled and oversaw the Duty Driver who was required to drive the G-6 Commanding Officer frequently. Initiated and composed administrative correspondence in accordance to

Department of Naval Correspondence procedures. Initiated and composed Defense Message Dissemination System messages. Reviewed all administrative correspondence emanating from the headquarters and nine branches for correctness and proper format and recommended changes to ensure uniform administrative procedures for all sections within G-6. Maintained office files and records in accordance with official filing procedures and directives management. Responsible for the G-6 Division morning report daily, ensuring it is received to Headquarters and Service Battalion, Bravo Company in a timely manner. Completed all military legal administration for the G-6 requiring the knowledge of the Uniform Code of Military Justice(UCMJ), and Court Martial and Non-Judicial Punishment procedures. Maintained civilian personnel information by utilizing a computer database and submitted daily civilian morning reports. Assisted the Administrative Officer with routine administrative tasks related to such matters as DCPDS (Defense Civilian Personnel Data System) job actions, position descriptions, organizational charts, and other information as needed that is relevant to this action. Completed training in the Government Credit Purchase Card (GCPC) program, has the knowledge to use and had a Government Purchase Card for purchases. Responsible for requisition office supplies, equipment and publications. Analyzed requirements for and coordinated the training and scheduled plan for over 180 Marines in PFTs, MCMAP, Pistol and Rifle Ranges, and BST/MCCS scores as required by Marine Corps Standards. Received training nominations from sections within the G-6 and planned accordingly. Conducted analysis of S-6 workload requirements related to utilization, capacity, overseas workloads, program management directives, and workload transfer. Acted as a liaison between the G-6 and S-3 for setting up scheduled training. Planned and monitored PFTs, MCCS testing and other training as needed. Established and maintained office subject matter files and records related to training. Processed monthly and semi-annual Proficiency and Conduct remarks for all Marines within the G-6 in the rank of E-1 thru E-4. Assisted the Administrative Specialist with fitness report actions using the APES system. Initiated and composed awards and decorations in the electronic awards system, providing assistance to subordinate sections as needed. Tracked administrative metrics for trend analysis, performs research, produces reports and make recommendations for improvements. Ensured the command is in compliance with all existing regulations concerning official material and mail. Assisted the Administrative Officer in maintaining the manpower database for the Table of Organization (T/O) pertaining to newly assigned Marines as well as updating information and changes to it for Fleet Assistance Program (FAP) Marines. Conducted in-depth analysis on a wide range of issues, and make recommendations to upper level managers on organization processes. Reviewed requests for security clearances, ensure correct level are maintained and track command personnel security clearance paperwork. Reviewed, processed and tracked multiple types of administrative packages for submission to higher headquarters such as the Installation Personnel Administrative Center (iPAC).

Marine Corps Community Services

02/2005 - 05/2005

Salary: \$10.50 USD Per Hour



NA, JA

Hours per week: 40

#### Administrative Assistant (OA)

Served as Administrative Support Assistant in the Marine Corps Community Services, Facilities Maintenance Branch. Responsible for personnel and administrative support, routine personnel actions for civilian military personnel, coordination of training, incentive awards, protocol, VIP visits, time keeping, routine personnel reports, suspense files, manpower usage, records management, and correspondence. Was responsible for the clerical and administrative duties for the Administrative Section of Command and Support Areas. Scheduled the Deputy Director's appointments within and outside of the facility. Obtained background information as needed and accorded visitors the consideration their position required. Prepared beverages for meetings/conferences as needed. Used a personal computer to type correspondence, ensuring correct grammar, format, and arrangement of supplementary material. Created reports, databases, spreadsheets, graphics, slide shows and presentations. Was responsible for the preparation and maintenance of correspondence files, manuals, instructions, directives, records, etc. as required. Computed employee's time cards. Served as the training coordinator within the facility, prepared and maintained training records of personnel on file. Was responsible to the files of all personnel in the maintenance section. Monitored and distributed personnel paperwork such as selection and recruitment requests, personnel actions, training notices, performance reviews, position descriptions, individual development plans. Computed cost for use of Facilities Maintenance Crews for projects and logged all service tickets. Established status of actions on numerous projects and programs operations. Reviewed and interpreted directives and regulations. Maintained stock of office supplies.

#### Lake of the Ozarks Employment Services

01/2004 - 01/2005

Salary: \$22,000.00 USD Per Year

Fort Leonard Wood, MO US

Hours per week: 40

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

#### One Stop Employment Office Greeter

Assisted patrons with drafting resumes both electronically with a Missouri State run system as well as other programs. Assisted patrons in unemployment claims. Assisted patrons with the application process for NAF/Army Civilian Personnel positions. Referred patrons for Workforce Investment Act participation as well as participation in other available programs. Responsible for solicitation and gathering of customer satisfaction surveys and reporting results to State of Missouri Division of Workforce Development partners. Maintained an orderly and clean entrance area. Serves as a

Assistant responsible to perform clerical and administrative functions in support of the Office. Operates personal computer and utilizes manual and automated systems for the purpose of input, verification and maintenance of specified data. Receives visitors and telephone inquiries. Maintains related administrative files. Composes routine and formatted correspondence.

Deborah A. Hooper Attorney at Law

07/2003 - 12/2003

Waynesville, MO US

Hours per week: 40

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Legal Assistant

Received incoming telephone calls and personal callers. Assisted in maintaining the overall appearance of the office. Assisted in typing correspondence, ensuring correct grammar, format, and arrangement of supplementary material. Assisted in scheduling the Attorney's appointments within the facility, and directed visitors accordingly. Responsible for the preparation and maintenance of correspondence files, manuals, instructions, directives, records, etc. as required. Determined office needs for supplies equipment, and other resources, and informed the office manager accordingly. Computed employee's time cards. Conducted daily deposits, and other items as directed by the attorney. Transcribing, daily message logs and extensive use of Microsoft Word and Excel.

Marine Corps Community Services

07/1999 - 07/2000

Camp Butler Boys and Girls Club

Salary: \$0.00 USD Per Year

FPO AP, AP 96379 US

Hours per week: 40

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Recreation Aid/Administrative Assitant

Received incoming telephone calls and personal callers. Assisted in maintaining the overall appearance of the office. Assisted in typing correspondence, ensuring correct grammar, format, and arrangement of supplementary material. Assisted in scheduling the Youth Center Director's appointments within the facility, and directed visitors accordingly. Took minutes of Director's meetings, and was responsible for the preparation and maintenance of correspondence files, manuals, instructions, directives, records, etc. as required. Updated Standard Operating Procedures (SOP's) and Letters of Instruction (LOI's) as directed. Served as the Program Coordinator within the

Camp Foster Boys Girls Club. Determined program needs, supplies equipment, and other resources, and prepared accordingly. Established the calendar of events, daily activities, and special events, and scheduled personnel to conduct events. Over saw all recreational activities, and provided feedback to the Youth Center Director on the effectiveness and success of activities. Prepared after-action reports, which included all costs, personnel, supplies, and materials needed for events. Served as Editor for, Over saw, and prepared a monthly newsletter for school-age children teens, and disseminated materials to neighboring schools, reaching a population of over 1,800 youth patrons. Designed flyers, posters, and other materials necessary to promote programs, activities, and events occurring within the Youth Activities section of MCCS Children Youth Programs. Scheduled activities and prepared site surveys in accordance with established policies. Computed employee's time cards. Supervised multiple Recreation Aides. Served as the training coordinator within the facility, prepared maintained training records of personnel on file. Conducted daily deposits, completed CDAR's utilizing the DART program, and maintained records of resale inventories for the facility snack bar. Completed requests for DSSC and supply items, and IMPAC card requests as well.

Education: Park University  
Kansas City, MO US  
Bachelor's degree - 10/2015  
120 Semester Hours  
Major: Social Psychology  
GPA: 3.18

Park University  
Hill AFB, UT US  
Associate's degree - NaN/0014  
63 Semester Hours  
Major: Social Psychology  
GPA: 3.285  
Relevant Coursework, Licensures and Certifications:  
Focus in Psychology and the Social Sciences

University of Maryland  
Okinawa, US  
Some college (no degree) - NaN/0010  
9 Semester Hours  
GPA: 3.0  
Relevant Coursework, Licensures and Certifications:  
21 credit hours earned

Languages: Spanish

Spoken: Intermediate

Written: Intermediate

Read: Intermediate

References: (b) (6)

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED] (b) (6)  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Additional Information: Types 60+ words per minute (b) (6)

[REDACTED]